



# NASA Procedural Requirements

COMPLIANCE IS MANDATORY

**NPR 3800.1**

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2010

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## Subject: Employee Benefits

Responsible Office: Office of Human Capital Management

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## Chapter 8. Flexible Spending Accounts (FSA)

### 8.1. References

- 8.1.1. 5 U.S.C. 9001-9008, Long-Term Care Insurance.
- 8.1.2. 26 U.S.C. 125, Cafeteria Plans.

### 8.2. Responsibility

The NASA Center Directors and the Inspector General are responsible for the following at their respective Centers in accordance with the appropriate references:

- a. Ensure that employees are made aware of the opportunity to enroll and participate in an FSA in accordance with the provisions established in regulations.
- b. Ensure that all information provided by the Office of Personnel Management (OPM) and/or the insurance underwriters is distributed to employees.
- c. Ensure that employees are aware of those family members who are eligible for coverage.
- d. Inform employees that they must enroll in accordance with the specified timeframe(s) as regulated by OPM. New or newly eligible Federal employees, members of the uniformed services, and their spouses have the opportunity to enroll within 60 days of becoming eligible. Beyond initial enrollment, employees can only apply in accordance with the standard open season or qualifying life event, regulated by OPM.

### 8.3. Participation

All Centers and the Office of the Inspector General must participate in this program, and all eligible employees may participate if they choose to do so.

### 8.4. Definition of Flexible Spending Accounts

A Flexible Spending Account (FSA) is a benefit program that offers Federal employees the opportunity, each calendar year, to set aside pretax dollars for two different FSAs: a healthcare FSA or dependent care FSA.

### 8.5. Definition of Qualified Enrollee

A qualified enrollee is any employee who works for an executive branch agency or an agency that has adopted the Federal Flexible Benefits Plan (FedFlex) is eligible to enroll. Employees whose appointment conveys eligibility for FEHB coverage may elect to enroll in the health care FSA upon entering on duty. All employees with qualified dependents may elect to enroll in the dependent care FSA except temporary employees with no fixed work schedule (when actually employees) whose tour of duty is 6 months or less.

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